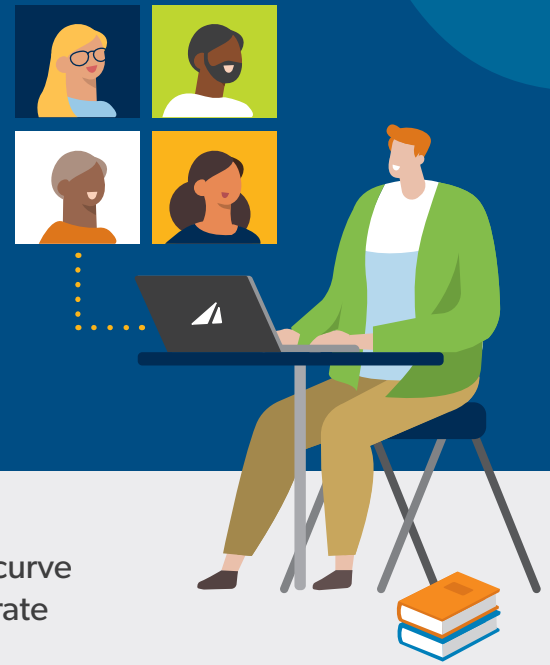


Tips for Making the Most of a Remote Interim Role



Ready to start a remote interim role? There will always be a learning curve integrating into a team virtually, but these tips will help you integrate smoother and put your best foot forward.

INTERVIEW

- **Practice your explanation of your past employers** from a 30,000 foot view because, even though you should always be ready to speak in detail to relevant experience and skills, clients from other cities/states may be less familiar with the firms and corporations that outside the region.
- **Ask about onboarding and training** during the interview process so you have a good idea of the learning curve and everyone's expectations.
- **Ask questions about expectations.** What is the preferred communication style on the team? Are their specific hours you should be active and available? Are there other expectations when working remotely that you should be aware of? Knowing these things upfront will help you manage your day from the start.

FIRST DAYS

- **Take the first few weeks to connect** with as many teammates as possible, especially those you spoke with during the interview process. Getting to know your team is a great way to ensure you are not only building great relationships but also making sure you are learning how work gets communicated about and completed.
- **Walk through technology questions and database management** on a video conference where you are able to share screens. You want to make sure everything is functioning and you have an idea of what programs you will be using from the start, and by doing this early, you will be able to work out any potential glitches quickly.

THROUGHOUT THE ENGAGEMENT

- **Be responsive to your new team;** they need to know you are available and engaged. Whether it is through email, instant messenger or video chat, answer your team's questions and queries in a timely manner. Silence is not golden in a remote situation.
- Take advantage of any and all **educational and professional resources** available.
- **Communicate often.** Don't be afraid to ask for feedback or for help when needed. Learning in real time or asking for help if you are struggling is important to ensuring you are able to get the help you need to do your work effectively and efficiently.